# Technology Project Approval Process

The process described below will be used for all projects over 20 hours of development time or $1,500.  The flow chart also outlines the process.

1.  Propose technology concept to division/office (Agency) director.  If director approves further research, contact Electronic Product Manager (Kelly Colopy) to discuss idea and begin planning process.

**As of May 16, 2003, EDO must approve all software and hardware purchases due to budget restrictions.**

2.  The Agency contact for the project begins work on the DHS Business Decision Report (BDR).  For small projects, the BDR process can be completed quickly.  For larger projects, the information required to complete the BDR will require more effort—including meeting with stakeholders, defining and prioritizing business needs, and evaluating available technologies.  Contact the Product Manager for assistance in collecting the necessary information and reporting of that information in the BDR.

    A member of the Office of Technology (OT) staff will be assigned to participate in the BDR process to ensure new technology hardware/software fits OT standards and can be supported in-house if necessary.

    The BDR instructions and form can be found on the DHS Innerweb.

3.  Upon completing items 1-10 of the BDR, the Agency director must sign the appropriate section of the form to indicate their preliminary approval of the concept, business need, and estimated cost.

4.  After preliminary approval is obtained, the remaining BDR items (identifying available funds and conducting a cost/benefit analysis) can be completed.

5.  Submit completed BDR to your Agency Technology Project Review Committee (members selected by division/office director).

    - For all projects **under** 1,000 hours of development time or $50,000: the Agency Project Technology Review Committee reviews the project and makes a recommendation to the Agency director whether to approve the project.  If approved, the AGENCY director gives final authorization for the project.

    - For all projects **over** 1,000 hours of development time or $50,000: After the AGENCY director approves the project, the project is submitted to the Department Review Committee for final review and approval.

6.   If funding has not already been identified, identify funding options.

7.  Upon final approval and funding availability, the Agency contact works closely with the Product Manager and OT staff to develop an RFP (necessary for all projects over $5,000) or to begin the standard OT Project Life Cycle activities for in-house developed activities.